

CONTROL NO.

REPORTS INVENTORY						CONTROL NO.										
PREPARE IN DUPLICATE																
1. TITLE OF REPORT (If a fill-in report include Form No.) Advance Staffing Plan					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING										
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)											
		LOGISTICS		SECURITY												
		MEDICAL		FINANCE												
4. NO. OF COPIES PREPARED 8	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual, plus 1 revision.			6. DISTRIBUTION (No. of components not number of copies) 3												
7. FORMAT (memorandum, form computer print-out, etc) memorandum	8. ADP PROCESSING <table border="1"><tr><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr><tr><td><input checked="" type="checkbox"/> NO</td><td></td></tr></table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT D/Pers								
YES	IF YES GIVE ADP PROCESSING NO.															
<input checked="" type="checkbox"/> NO																
10. PREPARING COMPONENT (include lowest level contributing information to report) DDS/OP/SPD			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Estimates, oral and written, from all operating components as to anticipated manpower needs.													
12. COST FACTORS																
A. MANUAL PREPARATION AND REVIEW COSTS																
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR										
GS-06 to GS-15	\$5.00	80		\$400.00	2	\$800.00										
B. COSTS OF COMPUTER PRODUCED REPORTS																
TOTAL COSTS PER YEAR																
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. A necessary part of manpower requirements planning -- supports workload projections in recruitment and processing.																
14. FUTURE GOALS																
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1"><tr><td><input checked="" type="checkbox"/> RETAIN AS IS</td><td><input type="checkbox"/> OTHER (explain)</td></tr><tr><td><input type="checkbox"/> CHANGE</td><td></td></tr><tr><td><input type="checkbox"/> DISCONTINUE</td><td></td></tr></table>					<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS <table border="1"><tr><td>MAN-HOURS</td><td>DOLLARS</td></tr><tr><td></td><td>STAT</td></tr></table>		MAN-HOURS	DOLLARS		STAT
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<input type="checkbox"/> DISCONTINUE																
MAN-HOURS	DOLLARS															
	STAT															
16. DATE OF INVENTORY 9/21/70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION DD/Pers/R&P				18. EXTENSION <input type="checkbox"/>											

STAT